

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Statewide Telework Coordinator	
		Division and/or Subdivision Human Resource Management	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters West Sacramento	
		Class Title of Position Staff Services Manager I	
		Position Number 541-031-4800-904	
		Effective Date March 9, 2022	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p>Under the direction of the Staff Services Manager II (SSM II) for Human Resource Management, in the Workforce Development and Special Projects unit, the Staff Services Manager I (Specialist) (SSMI Specialist) will function as The Department of Forestry and Fire Protection's (CAL FIRE's) Statewide Telework Coordinator. The SSMI Specialist will provide direction, guidance, and policy direction on the Statewide Telework Program. The SSM I Specialist will also serve as an advisor to Departmental Management and Executives regarding civil service telework and serves as a resource to CAL FIRE's managers and supervisors regarding the Department's Telework Program and policy.</p> <p>Duties and responsibilities include, but are not limited to the following:</p> <p>*Responsible for developing, implementing, coordinating, and monitoring the Department's Telework Program and any revisions to the policies or procedures involving telework. *Serve as a subject matter expert on the CAL FIRE Telework policy and procedures, and draft communications and recommendations in order to provide accurate and timely information to the Department regarding telework. *Coordinate with management and executives on project scope, create long-term and short-term plans (including setting priorities, targets for milestones and deadlines) and establish project work teams surrounding reporting strategies and records retention of telework program functions. *Oversee the review of telework agreement forms for compliance with policy and/or procedure. *Retain approved, denied, and/or modified telework agreement forms for each employee. *Develop tracking mechanisms to retain employee telework agreements. *Work closely with Information Technology (I.T.) on the tracking of employee information through a dashboard designed and developed by the SSMI (Specialist) and Departmental I.T. *Maintain telework tracker and ensure compliance with Department of General Services (DGS) data reporting requirements.</p>		
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
Statewide Telework Coordinator

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	*Act as the Department's point of contact for questions or guidance in interpreting the Telework policy and procedure. *Ensure all pertinent paperwork is completed by participating teleworkers. *Record all necessary data and report it to DGS as required. *Provide training to management and staff on the Telework Program.
15%	*Review work operations within the Department and ensure compliance with DGS and Statewide guidelines regarding telework. *Independently research, analyze, and make recommendations on the most complex, sensitive, and highly visible telework related inquiries by serving as the subject matter expert in order to provide accurate responses and recommendations to the Assistant Deputy Director, Human Resource Management to ensure compliance with the DGS reporting requirements. *Develop and maintain cooperative working relationships with all levels of staff within and outside of CAL FIRE. *Work with the Labor Relations Office to notify unions if there are any changes to the telework policy or procedures, as necessary. *Collaborate with the Occupational Health Program to ensure teleworking staff receive requested ergonomic evaluations and report on telework statistics.
10%	*Provide administrative support services to the Human Resource Management staff including but not limited to job analyses, classification studies, and Departmental policy and procedures. *Responsible for identifying, developing, and generating monthly Management Information Retrieval System (MIRS) reports to assist Human Resource Management staff; validate the completeness and accuracy of data; create data reports as needed by Human Resources Management. *Identify issues and problems with report data and modify if needed, independently research and perform analyses of data; develop, present, and prepare alternatives and recommend solutions if needed.
5%	Attend scheduled trainings and meetings, and performs other job-related duties as required, in accordance with the class specification.
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Job qualifications and/or conditions of employment:

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Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date